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# CASH RECEIPTS USER MANUAL

## CASH RECEIPTS STATUS SCREEN

### STATUS SCREEN OVERVIEW

The Cash Receipts **Status** screen displays receipt documents that have been entered and saved in the application. All *saved or submitted* Deposits or saved Documents must be selected from the **Status** to open them in the **Deposits**, **Distribute**, or **Approval** screen or to add attachments in the **Attachments** screen. (New deposits are entered directly on the **Deposits** screen.)

There are three parts of the **Status** screen:

- A search criteria area in which you can select or enter information and then click **Find** to find specific cash receipt documents.
- A list of **Deposits** that have been saved in the application.
- A list of Cash Receipt **Documents** sorted by **Document #**.

Figure 1 - Status screen

The screenshot shows the 'Status' screen with tabs for Status, Deposits, Distribute, Attachment, Approval, and Reports. The 'Status' tab is active. Search criteria fields include Deposit #, Document #, Status (dropdown), Group (dropdown), and Tran Code. A 'Find' button is circled in red. Below the search fields are two tables: 'Deposits' and 'Documents'. The 'Deposits' table has columns: Deposit, Document, Date, Amount, Status. The 'Documents' table has columns: Deposit #, Document #, Type, BatchNo, Date, Description, Status. Red arrows point to the 'Find' button, the 'Sortable column headers' in the 'Deposits' table, and the 'Links to open deposits and documents' in the 'Documents' table.

Deposit	Document	Date	Amount	Status
Deposit	Document 8	2/13/2008	\$461.65	Submitted
Deposit	Document 11	2/15/2008	\$164.00	Submitted
Deposit	Document 13	2/15/2008	\$277.00	In Progress

Deposit #	Document #	Type	BatchNo	Date	Description	Status
Edit 2		J			daily deposit	Receipt Distribution in Progress
Approve 3	55544422	J	031	02/20/2008 9:31 AM	Feb Cash	Released
Approve 6	6000	J	031	02/20/2008 9:31 AM		Awaiting STO Release
Approve 4	6666	J	031	02/20/2008 9:31 AM	Refund	Released
View 7	dg0215a	J				Awaiting Receipt Distribution
Edit 1	dgtest	J				Awaiting Division
Edit 12	Feb2508	J			Daily deposit	Awaiting Division
Edit 13					Cash and checks	Receipt Distribution in Progress
Approve 10				25/2008 11:23 AM	DAILY RECEIPTS	Awaiting STO Release
Edit 15					TEST VARIOUS ITEMS	Receipt Distribution in Progress
Approve 16				21/2008 11:16 AM	TEST RELEASE	Awaiting STO Release
Edit 5					TEST DEPOSITS	Awaiting Receipt Distribution

Click a column header of the **Deposits** or **Documents** list to sort it. Click the column header again to sort in reverse order.

Column headers include the following

**Deposits:**

- **Deposit** – the deposit number (automatically generated by the application).
- **Date** – date the deposit was saved in the application
- **Amount** – total amount of the deposits
- **Status** – status of the deposits. **Submitted** or **In Progress**.

**Documents:**

- **Document #** - eight character alphanumeric document number.
- **Type** – the Batch Type, either I, J, or K.
- **BatchNo** – the batch number. When a document is released by agency or sent to STO, the current day's batch number is automatically assigned. The range of batch numbers that will be used are setup by the agency's Cash Receipts administrator. The document will keep the batch number unless STO returns the document.
- **Date**.
- **Description** – 30 character description.
- **Status**. Includes:
  - Awaiting Receipt Distribution. Document has been saved but the transaction code and other fiscal coding has not been completed.
  - Awaiting (Approval Level) – document is waiting for approval.
  - Awaiting DFM Release – documents with transaction codes 027, 10R, or 10P require DFM approval.
  - Awaiting STO Release. Waiting for STO to release the document. Would also be on a document that STO created for an agency.
  - Released. Document released by STO.
  - Returned by STO. Document returned from STO.

## TO SEARCH FOR DEPOSITS OR DOCUMENTS

1. Select or enter search criteria (e.g., **Document #**, **Status**, **Tran Code** (Transaction Code, etc.).
2. If desired, search by Group name. (Groups are created on the **Document** screen. New or existing documents can be categorized by applying a Group name.)
  - a. Click the asterisk next to the **Group** field
  - b. Select a group name from the menu.
3. Click **Find**.
4. If necessary, click **Reset** to reset the search criteria to the defaults and click **Find**.

## TO OPEN A DEPOSIT

1. Click the **Deposit** link to open the **Deposits** screen. Use this to open a deposit that is **In Progress** and that you need to complete. (A deposit that has been submitted cannot be changed.)
2. Click the **Document** link to open the **Distribute** screen. Use this to create a Cash Receipts document from a Deposit that has been saved and completed.

Figure 2 - Links to open deposits

Deposits				
	Deposit	Date	Amount	Status
<a href="#">Deposit</a>	<a href="#">Document 8</a>	2/13/2008	\$461.66	Submitted
<a href="#">Deposit</a>	<a href="#">Document 11</a>	2/15/2008	\$164.00	Submitted
<a href="#">Deposit</a>	<a href="#">Document 12</a>	2/15/2008	\$9,050,791.7	In Progress
<a href="#">Deposit</a>	<a href="#">Document 13</a>	2/15/2008	\$277.00	In Progress
<a href="#">Deposit</a>	<a href="#">Document 19</a>	2/22/2008	\$218.60	Submitted

## TO OPEN A DOCUMENT

Once you have located a document, click the link next to it to open the invoice to complete the process indicated in the **Status** column.

Figure 3 - Links to open documents

Documents					
	Document #	Type	BatchNo	Date	Description
<a href="#">Edit</a>	99809809	J			sale of equipment
<a href="#">Approve</a>	adj07	I	001	10/04/2007 7:16 AM	Description Receipts Training
<a href="#">Edit</a>	adjTest	I			
<a href="#">Edit</a>	CASH0001	J	004	10/26/2007 1:07 PM	Various receipts
<a href="#">Approve</a>	cttst1	J	001	10/15/2007 11:35 AM	Rental receipts
<a href="#">Approve</a>	REC00001	J	002	10/26/2007 9:40 AM	sale of equipment
<a href="#">Approve</a>	REC00002	I	003	10/26/2007 9:52 AM	bad checks

1. Click **Edit** to complete cash receipt distribution and/or fiscal coding. This will open the document in the **Distribute** screen.
2. Click **Approve** to open a cash receipts document that needs to be approved (according to your agency's approval process). This will open the document in the **Approval** screen.
3. If the status is **Returned by STO**, click **Approve** to open the document in the Documents screen. Then click **STO Notes** to view any notes that STO may have entered for you.